Roll Forward a CaseWare client file created with Financial Statements Template to Audit International Template
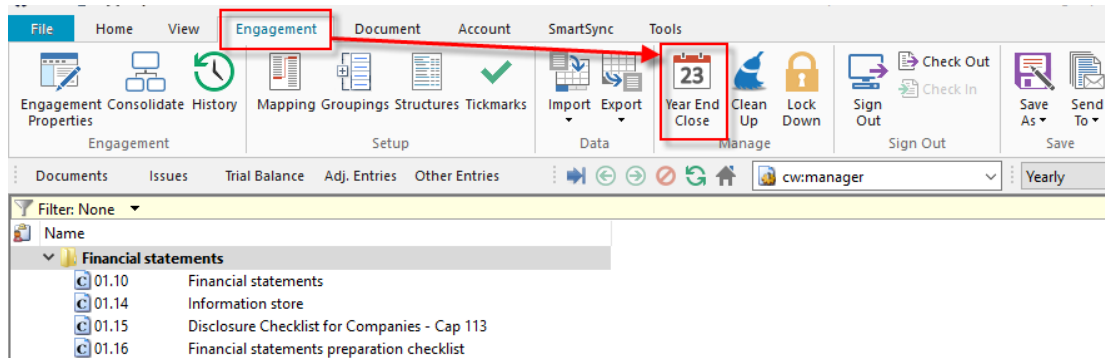
VERSION 2.00

PROCEDURE SUMMARY

1. **Open the client file which is based on the Financial Statements Template, and proceed with the Roll forward procedure**

   a. Select **Engagement and then Year End Close.**

   b. Do not change the file path, in the file name write "Temporary" since this will be deleted at a later stage. Make sure you have selected the following tick boxes only:

      i) **Update prior year balance data**
      ii) **Update CaseView Roll Forward cells**
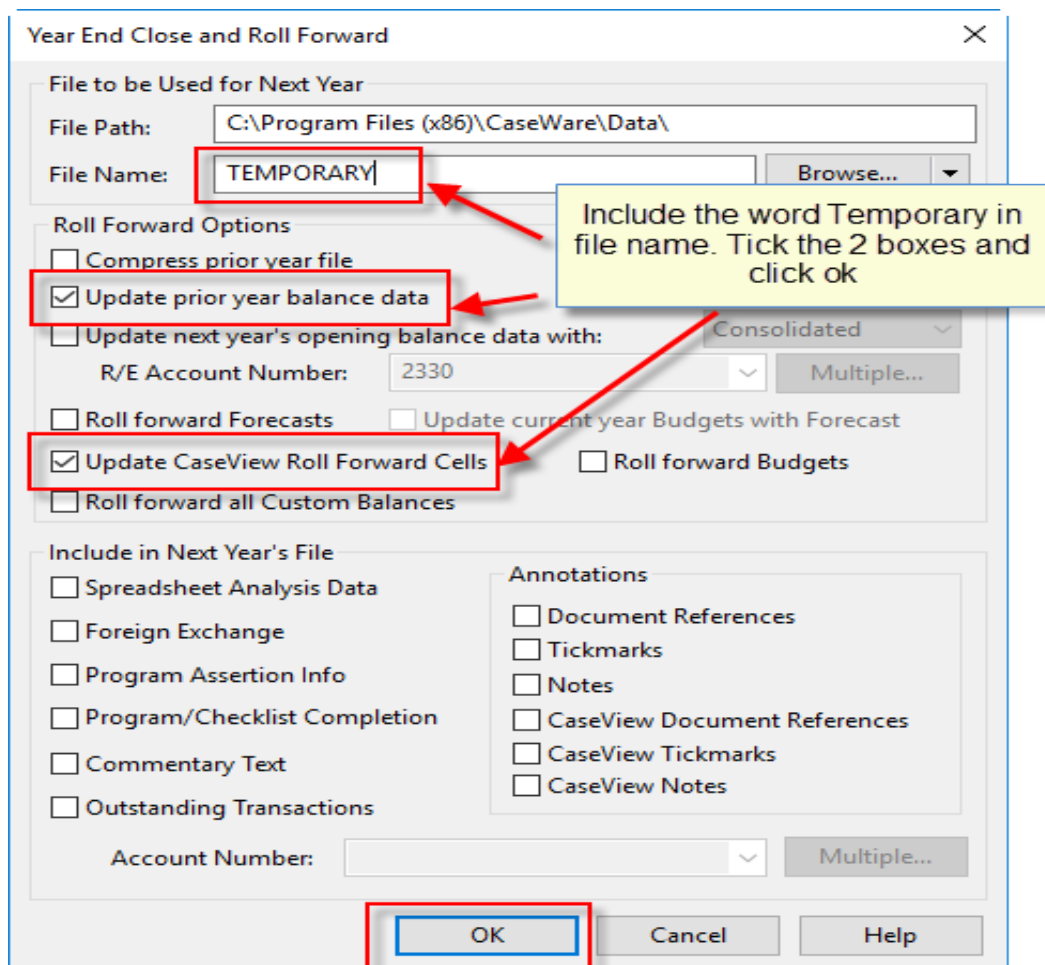
**2. Create a New file, based on the Audit International Template**

    a. Double click the CaseWare Working Papers icon on your desktop and wait for the software to open. Select the "New" option to **Create a New File.**
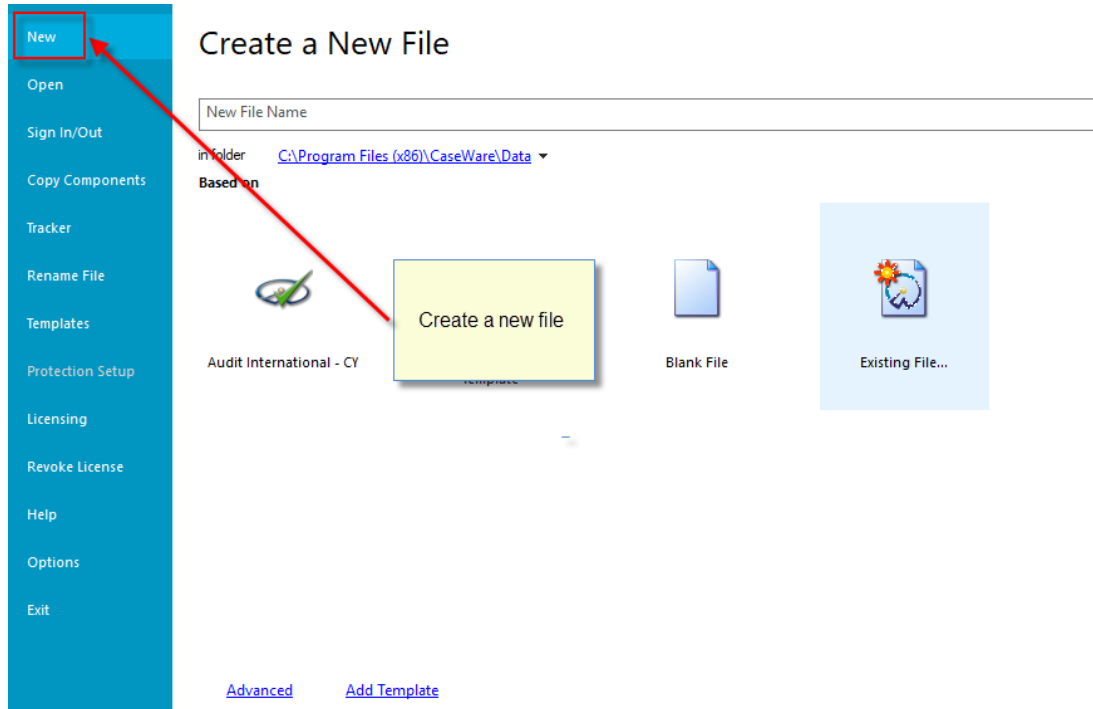
    b. In Create a New File window, put the new file name for the audit international file. Browse in folder to specify the location you will create the new file. Base the file on Audit International. Select to create file.
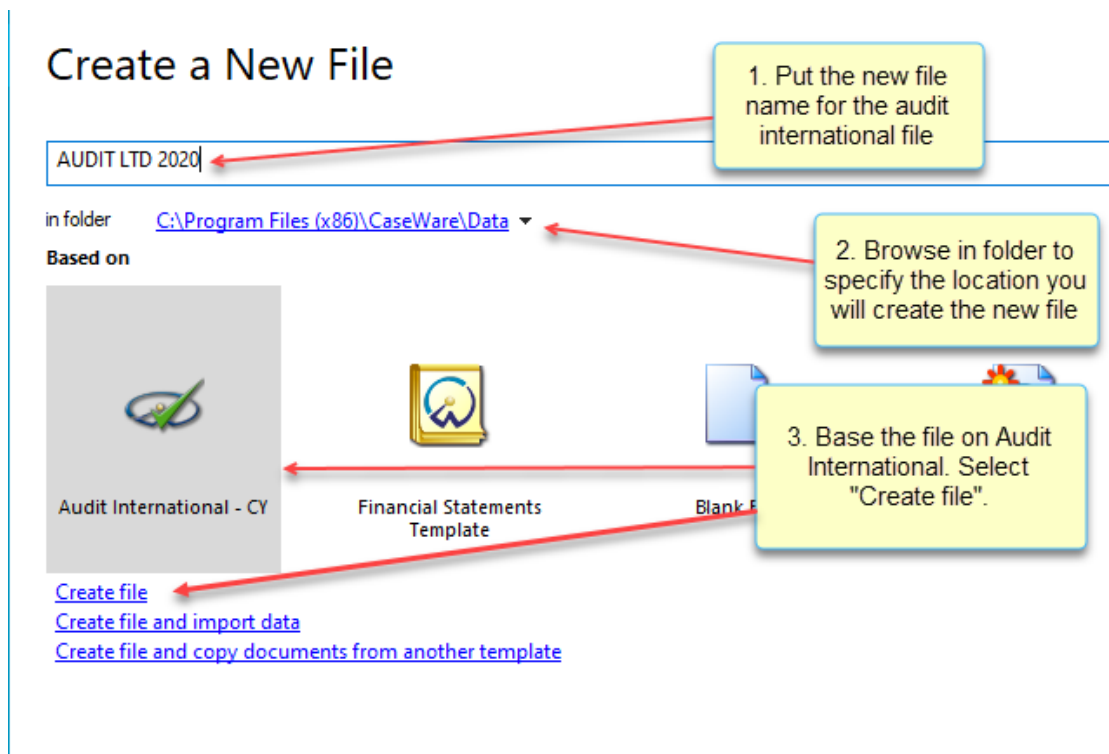
c. On creation of the file appears the Engagement Profile Selector. Select the profile to start your Engagement. Click OK.
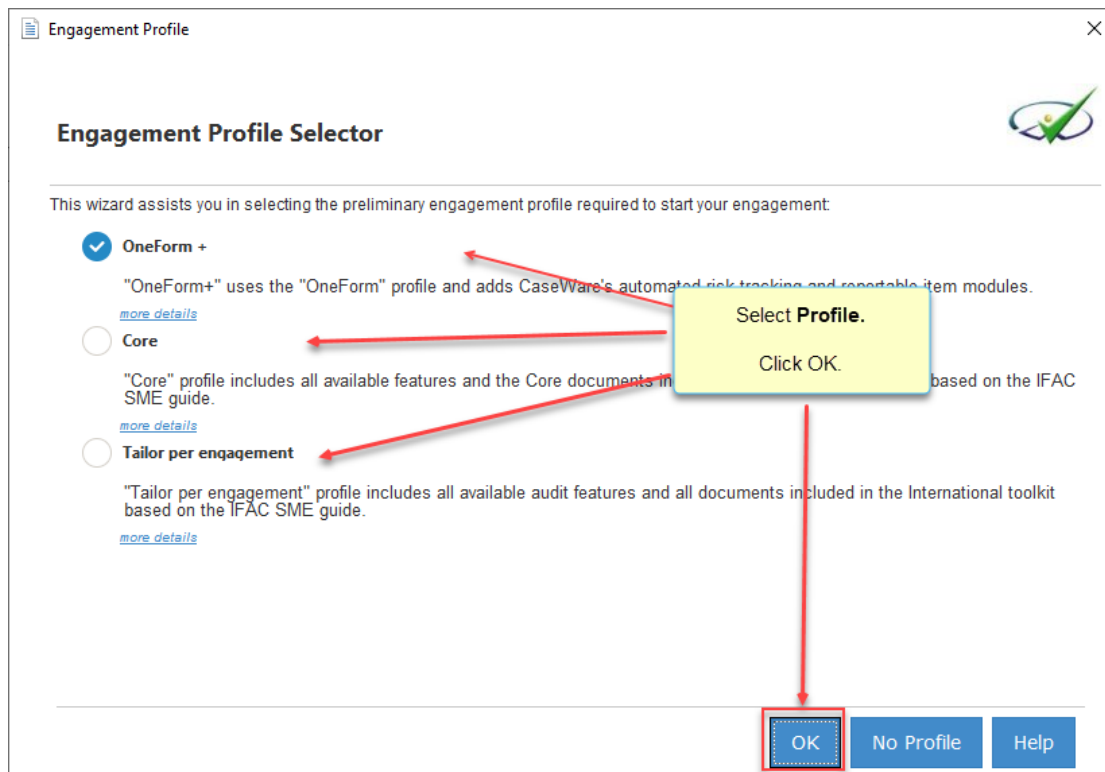

3. **Copy Financial Statements, information store and Trial Balance components from the Temporary file created into the New client file**

   While in the New File, go to File option and select Copy Components (this is done to copy Document 1.10 Financial Statements, 01.14 Information store and the Trial Balance from the previously created Temporary file).
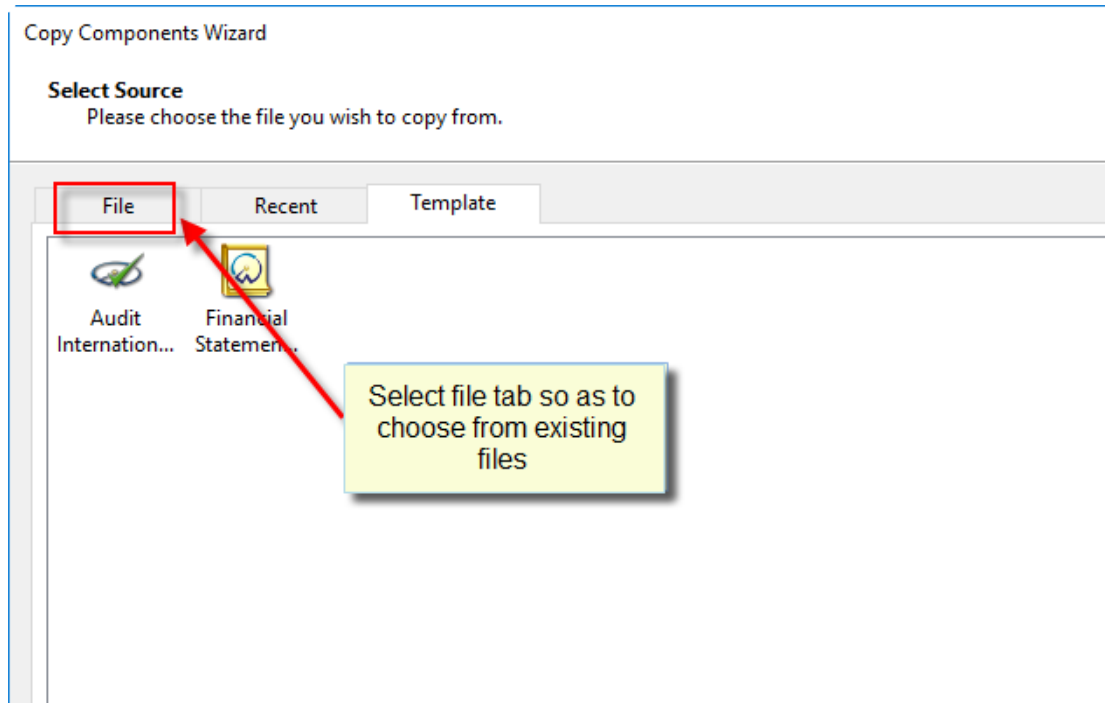
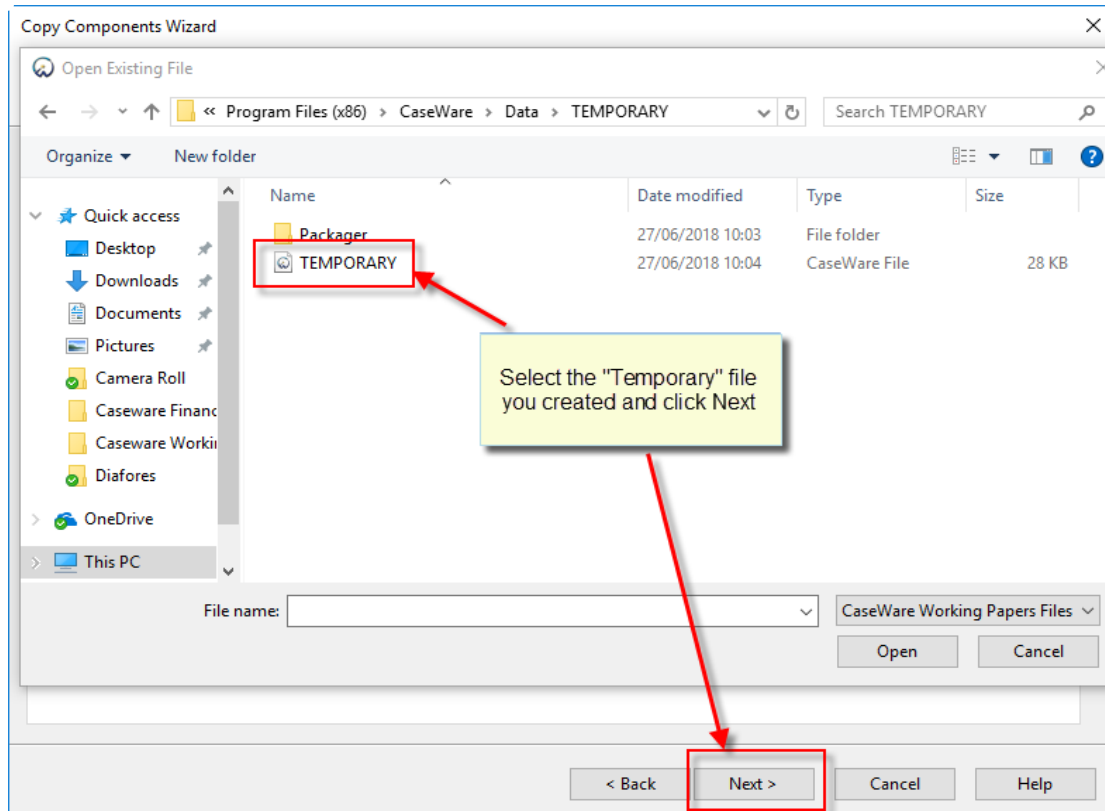   **a.** In the newly created file select **File/Copy Components.**
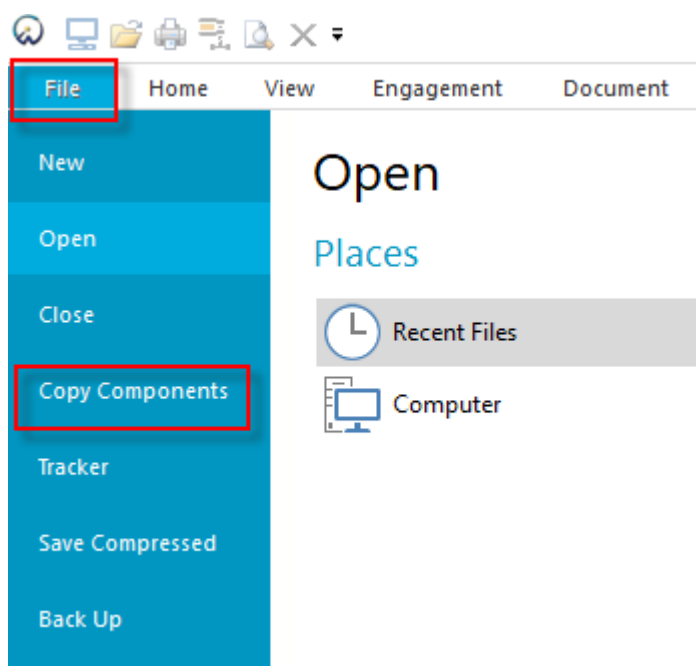
b. Select **Copy into This File** and click Next.
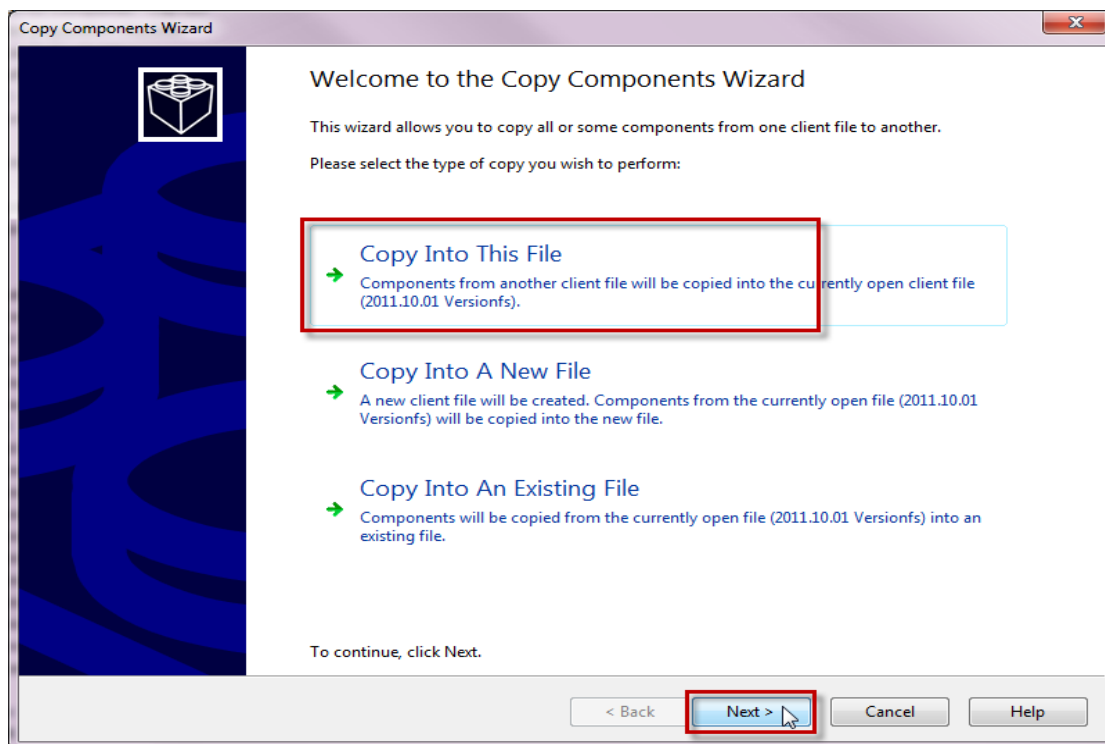
**c.** Select **File** to go to your existing files.

d. Select the file you wish to copy from. Select the Temporary file you have created. Click Next.
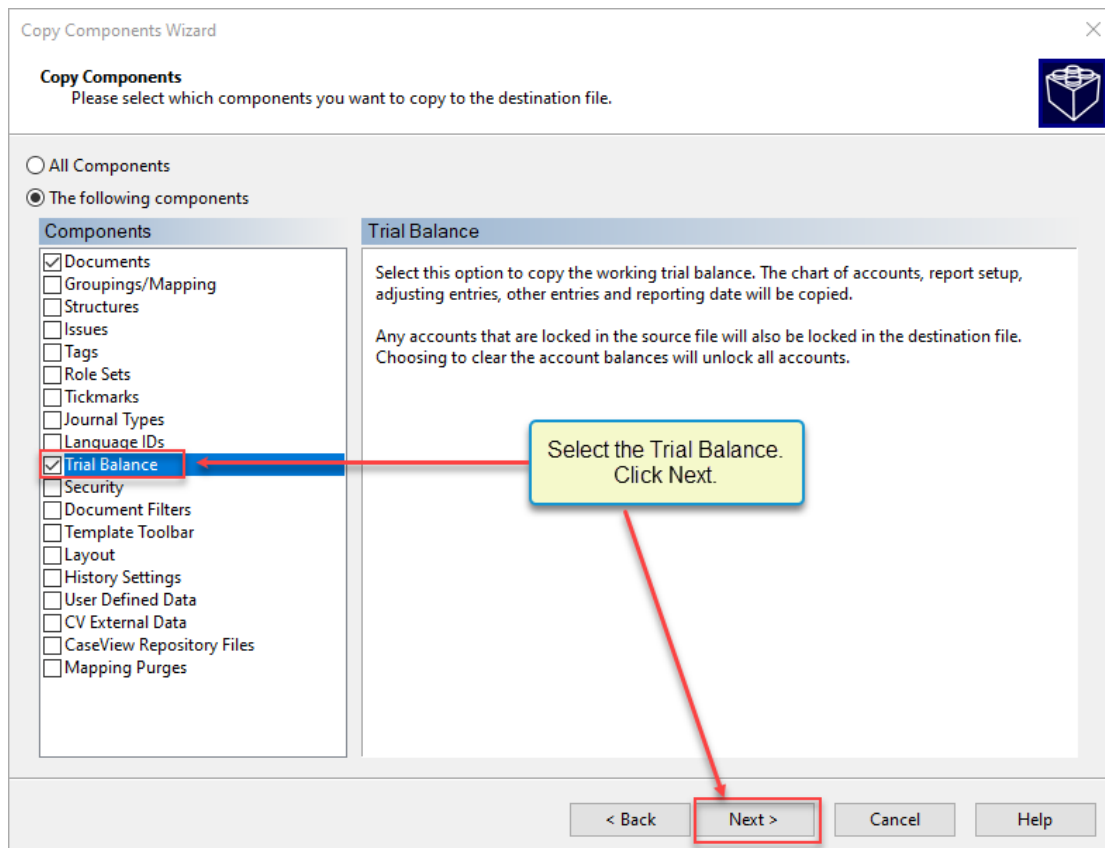

e. Follow the below guidance:

1. Select "The following components" option
2. Select "Documents" and tick the "Deselect All" option
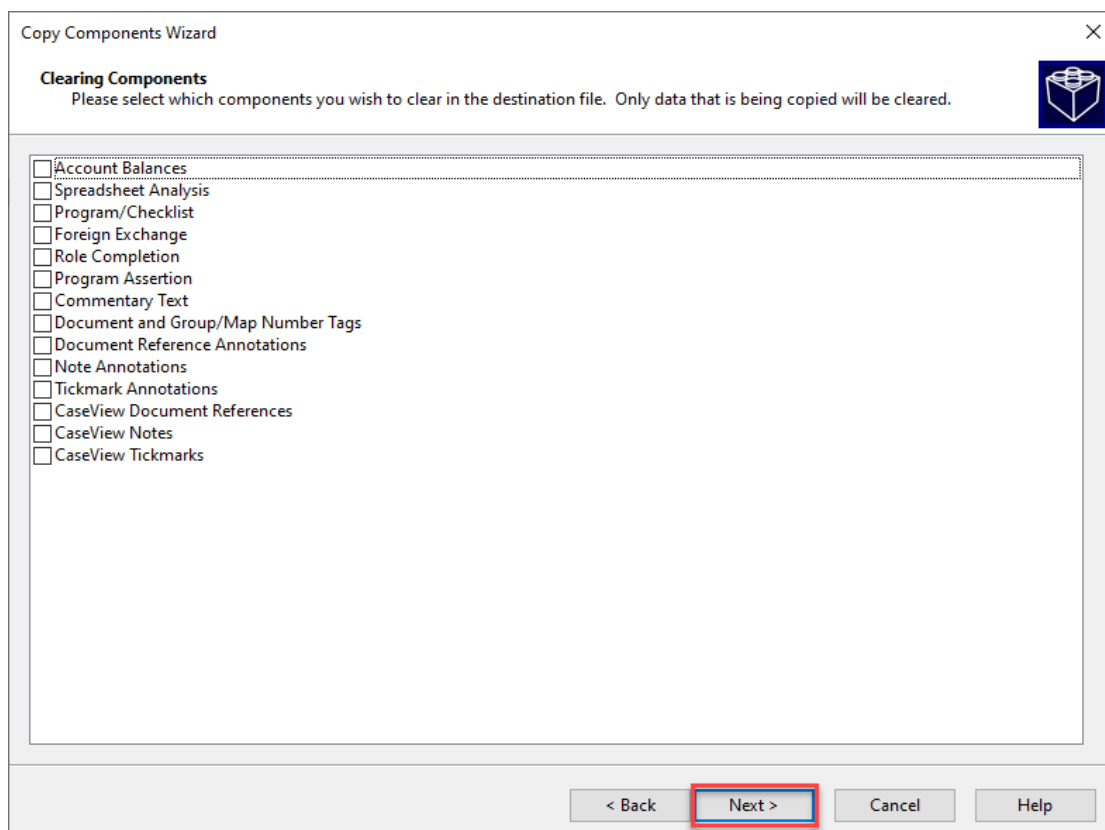3. Select "01.10 Financial Statements" and "01.14 Information store"

TIP: Make sure the "Copy Documents only (no folders)" tick box is not selected.
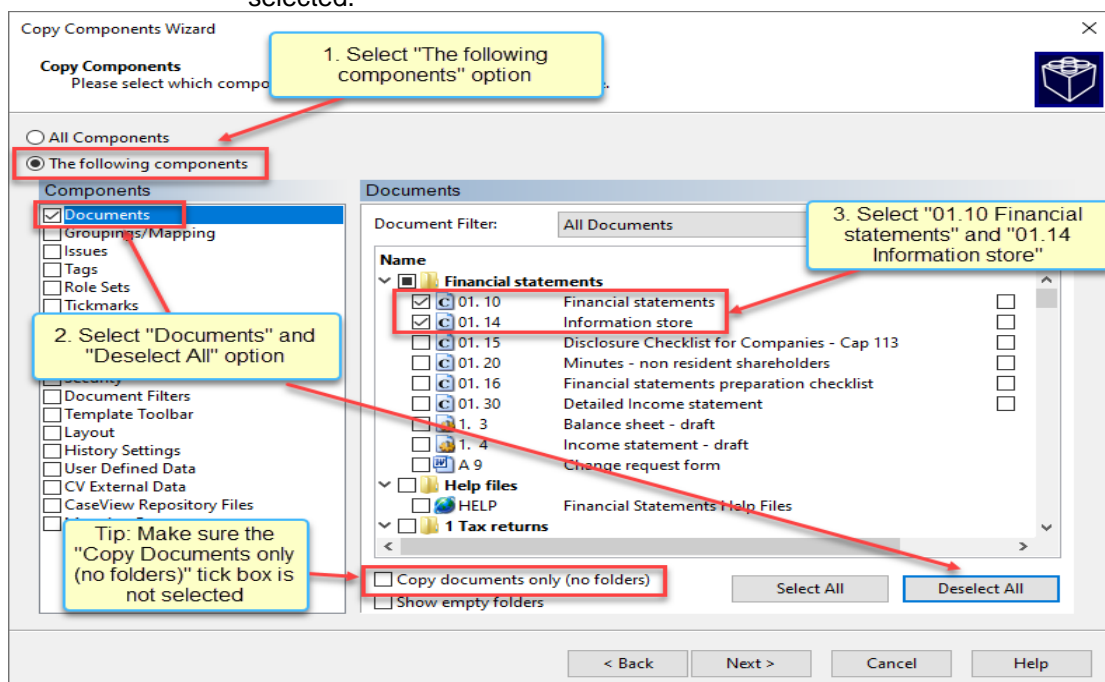
f. Under the Components options tick the **Trial Balance box**. Click Next.
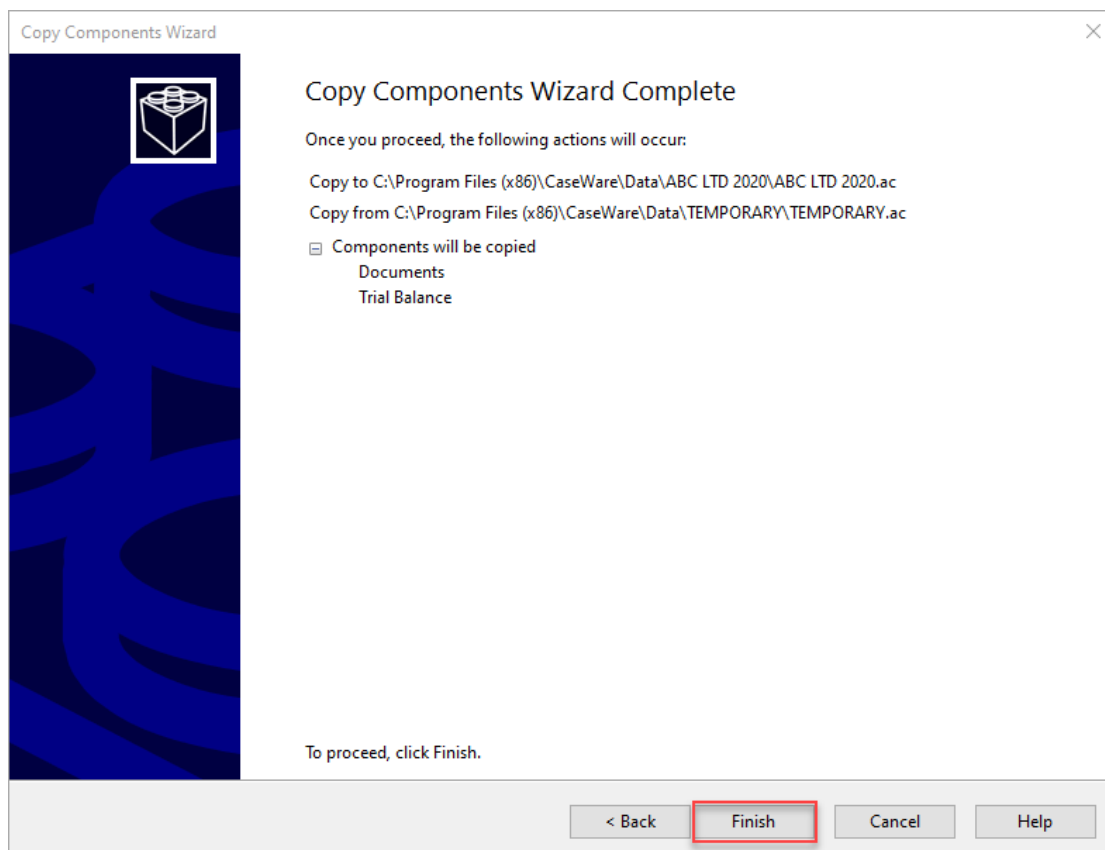

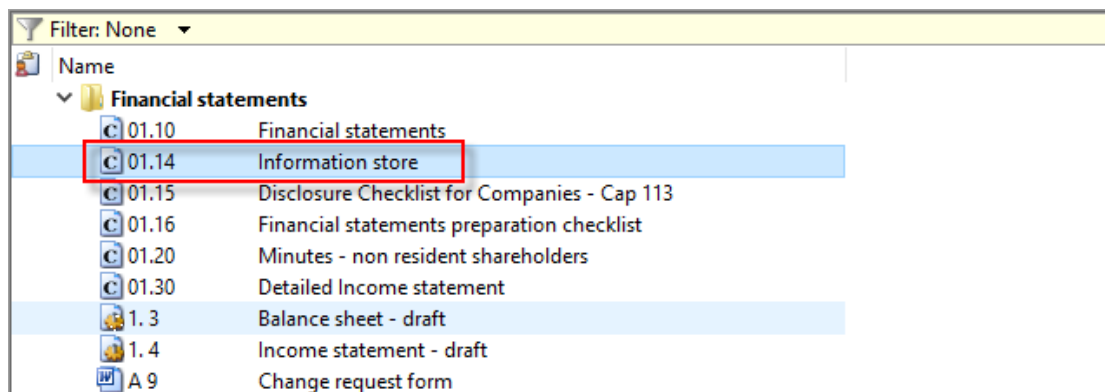**g.** On Clearing Components Wizard select Next.

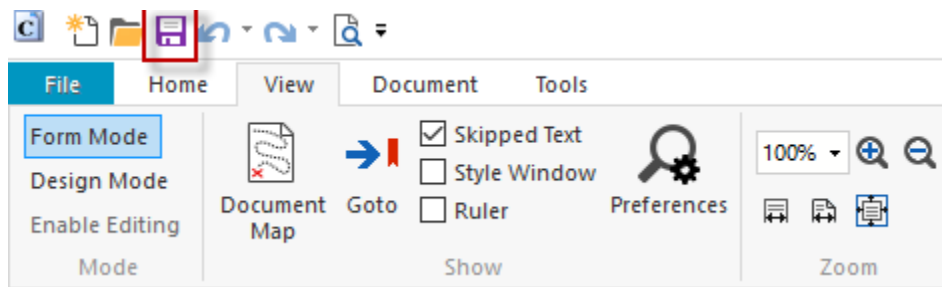**h.** On Copy Components Wizard complete select Finish.

4. Open the (01.14) Information Store document, and check the library path


a. In the **PATHS** section, confirm that the **Library Path** is the correct one. If not click the **browse** button and set the correct Library path **e.g. C:\ Program Files (x86)\ CaseWare\ Library.** Then click the Save Button.
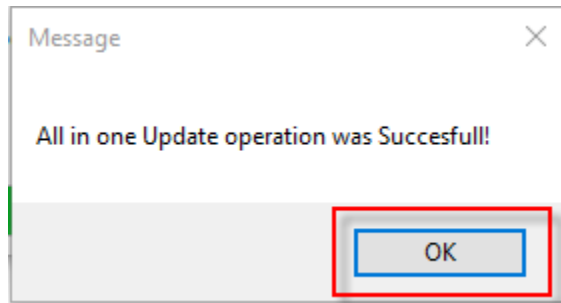
      b. **In the Updates to Documents section make sure the FS document is selected (01.10 Financial statements) and that the FS document is not open. Click the UPDATE FS DOCUMENT.**
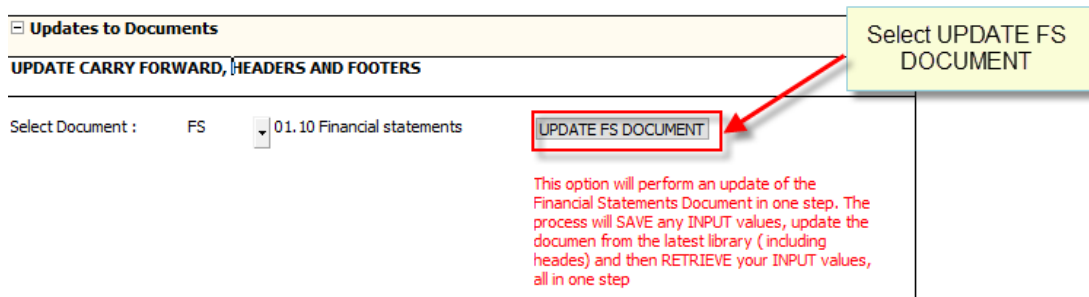
When the update completes you will get the message: "All in one Update operation was Successful". Press OK.

The file is now ready for use and is based on the Audit International Template.